

**SUMMARY OF PRE-BID CONFERENCE HELD ON APRIL 22, 2004 AT 9:40 A.M. EST**  
**RE: TESTING FOR ILLEGAL USE OF DRUGS BY APPLICANTS AND EMPLOYEES FOR THE STATE OF MARYLAND**  
**PROJECT #: F10R4200149**

Attendees:

Robert Howells, Procurement Officer, Maryland State Department of Budget and Management  
Margaret Embardino, Director of Employee Medical Services, Maryland State Department of Budget and Management  
Kris Hoffman, Assistant Attorney General, Maryland State Department of Budget and Management  
Camilla Kelmer, Administrative Support, Maryland State Department of Budget and Management  
Helen Musura –Area Sales Manager, Concentra Medical Centers  
Kate MacInnis – Regional Territory Manager, Advanced Toxicology Network  
Kimberly Biro – President, Chesapeake Occupational Health Services  
Christopher Aita – Territory Manager--Occupational Testing Services, Laboratory Corporation of America  
Joyce Hahn – President, Occupational Medical Services  
Richard Kurland – President—Licensed Private Investigator, Employment Background Investigations, Inc.  
Will Phillips – C.O.O., Occupational Medical Services  
Michael A. Pitarra, Jr. – Health Services Manager, Concentra Medical Centers  
Lori Reinhardt – Account Executive, LabOne, Inc.

\*\*\*\*\*

The Pre-Bid Conference for Testing for Illegal Use of Drugs by Applicants and Employees for the State of Maryland (F10R4200149) was called to order at 9:40AM local time on April 22, 2004 by Robert W. Howells, Procurement Officer, at 201 W. Preston Street (Room #L-1), Baltimore, MD 21201.

Mr. Howells introduced himself and the other State personnel present.

Mr. Howells asked everyone present to be certain to sign the Sign-In Sheet, indicated that a copy of the Sheet would be available, and made note of the fact that MBE firms were identified as such on the Sheet.

M. Howells outlined the format for the meeting and explained the procedure for questions. It was explained that answers given verbally at the meeting are for clarification and informational purposes, but do not change the requirements of the written IFB. Any changes to the document must be in the form of an Amendment to the IFB.

\*\*\*\*\*

Mr. Howells reviewed Sections 1 and 3 of the IFB. Ms. Embardino reviewed Section 2. The discussion is summarized below.

## **SUMMARY OF APRIL 22, 2004 PRE-BID CONFERENCE**

**Page 2 of 5**

### **Section 1.1 - Summary Statement**

There are two separate and distinct work categories/requirements in this single solicitation – the Collection of Specimens portion & the Laboratory Testing portion. There is no restriction on one company getting both contracts. The Bid submission for each service category must be independent and stand on its own merits. Whether you bid on one or both categories, a separate bid must be submitted for each and in separate envelopes (one marked “Collections” and the other marked “Lab Services”).

Once the contract is awarded, it will be turned over to Margaret Embardino who will be the Contract Monitor.

All questions should come through Mr. Howells. We will take questions almost until the day the bid is due, as long as we have sufficient time to research the answer and send it to everyone. If something occurs to you a couple of days before the bid is due, ask it and we will make every effort to answer it. If you ask a question the day before the bid is due, you are not likely to get an answer.

### **Section 1.7 – Bids Due/Closing Date**

**Bid Submission is due May 6, 2004 at 2:00 p.m. EDT**

*(Note: Bids arriving after the closing time and date will not be accepted.)*

**Place: 45 Calvert Street, Annapolis, MD**

### **Section 1.8 – Duration of Bid**

Bidders are required to hold their bid prices for 120 days.

### **Section 1.9 – Revision to IFB**

Any changes to specifications will be sent to everyone in the form of an Amendment to the IFB and bidders are required to acknowledge receipt of the amendment.

### **Section 1.13 – Multiple or Alternate Bids**

Bid must be responsive to the IFB specifications – no multiple or alternate bids will be accepted.

### **Section 1.15 – Bidder Responsibilities**

If using a sub-contractor, identify the sub-contractor and what they are going to do. The Contract will be directly with the Bidder (i.e. Prime Contractor). The State does not deal with sub-contractors. The State will hold the Bidder (i.e. Prime Contractor) responsible.

### **Section 1.16 – Mandatory Contractual Terms**

We recommend that vendors submit the State’s contract to their legal counsel for review and approval as early as possible. If there are questions with the contract, please submit them as soon as possible to avoid last minute problems at the time of notification of recommendation for contract award. Vendors are warned that exceptions to the terms and conditions of the State contract may result in having the bid deemed unacceptable

## **SUMMARY OF APRIL 22, 2004 PRE-BID CONFERENCE**

**Page 3 of 5**

### **Section 1.17 – Bid/Proposal Affidavit**

The “Bid Proposal Affidavit” must be submitted with the bid. If not included, the bid submission will be rejected as non-responsive.

### **Section 1.18 – Contract Affidavit**

The “Contract Affidavit” does not come in with the bid. It is submitted at time of contract award.

### **Section 1.19 – Arrearages**

This goes with the “Contract Affidavit” and “Bid Proposal Affidavit.” Bidders must not be in arrears on State taxes with the State of Maryland. Vendors must pay fees to the Department of Assessments and Taxation. You must keep your corporate status current. Before we can award a contract, we are required to contact the Comptroller’s Office and the Department of Assessments and Taxation to obtain clearance numbers. If you have questions, please check with your legal or accounting department. Get this straightened out ahead of time so things aren’t held up at the time of recommendation for contract award.

### **Section 1.20 – Procurement Method**

This procurement is being conducted under the “Multi-Step Sealed Bidding” method. Bidders are required to submit a Technical Offer telling us about your company. We will evaluate the Technical Offer but not rank it or compare you to the other Bidders. Technical Offers will be evaluated solely on a “Pass/Fail” basis. Out of the group of technically qualified bidders that “Pass”, the State will select the low price bid. At this point in the process, we are strictly going on price.

### **Section 1.21 – Opening and Recording of Bids**

May 6 - Technical offers will be opened and reviewed.

May 13 – Public bid opening of Prices Bids for the Bidders who made the Technical Offer cut.

### **Section 1.23 – No Bid Statement**

This is a checklist and is located after the title page in the IFB. If you decide not to bid, please fill out this form explaining why and send it back to us.

### **Section 1.24 – Award Basis**

There are two required services -- Collection and Lab Testing. The Technical Offers and Price Bids will be reviewed independently for each service category. Contracts will be awarded to the technically qualified low bidder for each service category. There is no prohibition against the same bidder receiving both awards.

## **SUMMARY OF APRIL 22, 2004 PRE-BID CONFERENCE**

**Page 4 of 5**

### **Section 1.25 – Contract Duration**

The duration of the contract is 5 years with no renewal options. Although we are asking bidders for a price for the full 5 years, there is a provision for CPI escalation after the second year of the contract so you will not be locked into the same prices for the full five years. The prices you bid on the price bid sheets, the fixed unit prices per collection/per test, are the prices that will be fixed and that you will be paid.

The price bid sheets, however, contain a financial model based on estimated quantities (i.e., 4800/year is our estimate based on historical use) that is used to get to one single composite bid price for comparison between bidders. The estimates are not guaranteed. What will be in the contract will be the fixed unit price for each service that is bid and that's what your payment will be based upon.

### **Section 3.1 – Bid Format**

If you are bidding on both service categories, the Bids for each must be submitted in two separately sealed envelopes.

### **Section 3.2 – Bid Submission**

Label one package "Technical Offer."

Label one package "Price Bid."

If you are submitting bids for both service categories, you will separately submit a Technical Offer and Price Bid for each.

### **Section 3.3 – Bid Opening and Award**

A Register of Bids will be prepared at the public bid opening and will be available to all vendors.

### **Section 3.4 – Technical Offer/Information to be Submitted for both Required Services #1 & #2:**

This is an overview of your company's background, references, fiscal integrity, etc.

### **Section 3.5 – Technical Offer/Information to be Submitted for Required Service #1; and**

### **Section 3.6 – Technical Offer/Information to be Submitted for Required Services #2:**

There are specific things that are needed depending on which service category you are bidding. Section 3.8 is a summary of the main items that need to be submitted with the bid, but bidders must carefully review the IFB requirements to be sure that everything necessary is submitted with the bid. All required information must be submitted with the bid. A bid must be responsive and include everything that is needed. This is not like a Request for Proposals (RFP) where the State is permitted to hold discussions with vendors and ask for clarifications and revisions after the proposal is submitted.

Mr. Howells opened the floor to questions on what had been reviewed so far. There were numerous questions and discussion.

## **SUMMARY OF APRIL 22, 2004 PRE-BID CONFERENCE**

**Page 5 of 5**

### **Section 2.2 – Mandatory Requirements**

With regard to specimen collections, the collectors must be certified and must have met training requirements that are specified in CFR Part 40. Bidders must produce evidence that this training requirement is met. It must also be met throughout the duration of the contract for all your collectors. There is also a requirement under Section 2.3 that all collectors must obtain a CJIS State and Federal background check. For both required service categories, the SAMHSA guidelines are required to be followed.

On the second required service, the Laboratory part of the contract, you must meet SAMHSA qualifications and maintain the SAMHSA certification over the life of the contract.

Ms. Embardino opened the floor to questions on what had been reviewed so far. There were numerous questions and discussion.

Mr. Howells then reviewed the Price Bid Forms – Attachments F-1 & F-2 to the IFB

Attachment F-1 is for the collections and F-2 is for the lab services. These forms compose your entire price bid. That is the only thing we are looking for from you in the envelope that says “Price Bid.” If you’re bidding on the Collections, we’ll have F-1 all by itself; and if you are bidding on Lab Services, we’ll have F-2. If you’re bidding on both, do NOT put them both in the same envelope. THEY MUST BE IN SEPARATE ENVELOPES and marked accordingly.

The number of units are estimates based on historical use. They are not a guarantee. The bid prices per unit are the prices that you will be filling in and they are the prices that will be in the contract and the prices you will be paid. All the other prices are “estimates” for the purposes of the bid. You will add them together and multiply times five and get an estimated five-year total contract amount. That is the price we will compare between bidders to select the lowest total bid price. We will open the bids and look at that estimated five-year bottom line price. We’ll record it in the Register of Bids pick the lowest price and that’s who will get the contract.

Mr. Howells opened the floor to any final questions. There were some additional questions and discussion. Mr. Howells closed the Question and Answer period. He asked all attendees to submit their specific questions in writing so that they could be carefully reviewed by the State and answered in writing. Mr. Howells indicated that the Sign-In Sheets would be available to vendors, thanked everyone for attending and indicated that a written response to the questions and a summary of the meeting would be forthcoming.

**MEETING ADJOURNED AT 11:05 A.M.!!!**